

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**SENIOR WASTEWATER TREATMENT PLANT OPERATOR**

**FLSA STATUS:**

Non-Exempt

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**CLASS SUMMARY:**

The Senior Wastewater Treatment Plant Operator is the fourth level in a five level Utilities Wastewater Treatment series. Incumbents are responsible for serving as a lead worker and for performing a range of duties which includes the most difficult operational work assignments requiring the application of independent judgment on an assigned shift. Incumbents may be required to assume the duties and responsibilities of a "Shift Supervisor" as defined by the State Water Resources Control Board.

The Senior Wastewater Treatment Plant Operator is distinguished from the Wastewater Treatment Plant Operator by its responsibility as a lead worker, for making and adjusting work assignments, overseeing the work of Wastewater Treatment Plant Operators, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor. The Senior Wastewater Treatment Plant Operator is distinguished from the Wastewater Treatment Plant Specialist, in that the latter is responsible for providing specialized duties related to wastewater operational and treatment processes.

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<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
1.	Serves as a lead worker to other employees, which includes: prioritizing and assigning work; determining completion of work; and, training staff on work methods.	Varies 0 - <del>50</del> %
2.	Reviews and participates in completing a variety of operational records regarding shift activities and plant operations.	Daily 20%
3.	Leads and participates in controlling the treatment of wastewater and sludges through the operation of pumps, motors, and valves utilizing manual, automatic, and programmable systems.	Daily 10%
4.	Leads, monitors, controls <u>and troubleshoots</u> the performance of wastewater unit processes <u>in order to achieve discharge compliance</u> by a variety of methods, including visual observation, physical measurement, sampling, testing, data collection/analysis, and mathematical calculations using related instrumentation, a local area network, and distributed control systems.	Daily 10 - <del>50</del> %
5.	Leads and participates in the collection of representative samples from various plant flows and unit processes for laboratory analysis.	Daily 10%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b>FRE- QUENCY</b>
6.	Leads and participates in monitoring and operating high pressure hydraulic, pneumatic, and power boiler systems.	Daily 10%
7.	<u>Operates other related systems such as secondary effluent disposal, and a water reclamation system.</u>	Daily 10%
8.	Leads and participates in performing preventative maintenance activities, to maintain operating efficiency <u>and reliability.</u>	Daily 5%
9.	Oversees and participates in maintaining the proper appearance and cleanliness of equipment and facilities.	Daily 5%
10.	Participates in/on a variety of meetings in order to receive and/or convey information.	<u>Daily</u> 10%
11.	Performs other duties of a similar nature or level.	As Required

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**POSITION SPECIFIC  
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<b>Training and Experience</b> (positions in this class typically require):	
<ul style="list-style-type: none"> <li>Possession of a Wastewater Treatment Plant Operator Grade III Certificate issued by the State Water Resources Control Board is required;</li> </ul>	
OR	
<ul style="list-style-type: none"> <li>An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</li> </ul>	

<b>Licensing Requirements</b> (positions in this class typically require):	
<ul style="list-style-type: none"> <li>Basic Class C License</li> <li>Wastewater Treatment Plant Operator Grade III Certificate</li> </ul>	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Advanced operation and maintenance of pumps, electrical motors and other mechanical/electrical equipment related to wastewater treatment;
- Computers and applicable software and database systems;
- Wastewater plant physical characteristics, including location and configuration of piping and valves to provide more efficient operation of facilities;
- Wastewater disposal infiltration system and off-site reuse distribution equipment and processes;
- Regulatory requirements governing discharge, sludge management and disposal, air emissions from unit processes and reclamation;
- Chemistry principles and practices related to wastewater treatment;
- Mathematical concepts;
- Characteristics and safety requirements of the use of various chemicals;
- Theories and operations of the various types of flow measuring equipment;
- Advanced wastewater process control;
- Operation procedures and safety practices involved in the daily operation of a wastewater treatment plant;
- Safe work practices and procedures.

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**Skills** (position requirements at entry):

Skill in:

- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Preparing and performing mathematical calculations
- Preparing, analyzing, and maintaining operational records
- Interpreting and applying laboratory analysis to plant process control and overall plant operations
- Performing routine wastewater and sludge analysis
- Reading and interpreting wastewater instrumentation
- Accurately reading and interpreting wastewater instruments and measuring devices
- Using computers and applicable software applications
- Utilizing local area computer network and distributed control system in the routine operation and monitoring of the treatment facility and the collection and maintenance of plant operational data
- Utilizing self-contained breathing apparatus or other respiratory protective equipment
- Collecting environmental samples
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Performing vehicle and equipment maintenance and repairs in assigned area of responsibility
- Preparing, analyzing, and maintaining operational records
- Critical thinking and decision making
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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**Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, work space restrictions, inadequate lighting, intense noises and travel.

Ability to wear and use respiratory protective equipment.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

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**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Process Control may be responsible for:

Sampling, analyzing, and reporting on process efficiency and effectiveness of the wastewater reclamation facility;

Testing suspended solids, dissolved oxygen, iron, settleability of sludge, and sludge microscopic exams;

Testing aeration basins, ensuring compliance with established timelines.

Positions assigned to Operator may be responsible for:

Monitoring facility process and trending screens;

Performing chemical transfers to feed bulk tank of ferric/ferrous chloride, sodium hypochlorite, and sodium hydroxide;

Coordinating the delivery of chemicals;

Conducting visual inspections of wastewater facilities and equipment and identifying potential hazards or areas requiring attention.

**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to Maintenance/Projects may be responsible for:

Coordinating and monitoring repairs on plant equipment;

Participating in plant project expansion meetings;

Assisting in the coordination of major plant isolations and shutdown procedures.

Positions assigned to Data may be responsible for:

Maintaining, upgrading, and producing monthly reports utilizing applicable database;

Tracking and procuring chemicals utilized in daily plant operations;

Inspecting and maintaining database to insure proper and accurate data gathering